



CITY OF LONG BEACH IMPREST CASH ACCOUNTS

SCHEDULE C

To be Completed at Each Change in Custodian and Annually as of September 30. Due October 15

Prepare a Separate Schedule C for Each Imprest Cash Account

Department:

ASSIGNMENT OF THE ACCOUNT CUSTODIAN(S)

Contact
Name:

Alternate:

Phone No:

Phone No:

Email:

@ longbeach.gov

Email:

@ longbeach.gov

IMPREST CASH ACCOUNT INFORMATION

FAMIS GL 102
Subsidiary Account:

FAMIS Subsidiary
Account Balance:

Authorized Amount for
Imprest Cash Account:

*Amount authorized by the City Treasurer or City Manager if over
\$1,000

LOCATION OF IMPREST CHECKS

Street
Address:

Please Describe how the
Cash is Locked up or Secured:

YEAR-END IMPREST CHECKING ACCOUNT REQUIREMENTS AND QUESTIONNAIRE

1 Please provide a detailed explanation and purpose of the account

2 Please provide a detailed explanation as to why the City Treasury's Accounts Payable account can not be used?

3 Excluding replenishment by the City, what is the source and nature of the deposits for this account (if applicable)?

IMPREST CASH ACCOUNT RECONCILIATION

Department:

FAMIS GL 102

Subsidiary Account:

FAMIS Subsidiary

Account Balance:

 -

Reimbursements not converted to cash:

Cash on Hand:

 -

Date

Amount

1	<input type="text"/>	<input type="text"/> -
2	<input type="text"/>	<input type="text"/> -
3	<input type="text"/>	<input type="text"/> -

Total Reimbursements:

 -

Disbursements Not Yet Recorded:

To

Amount

1	<input type="text"/>	<input type="text"/> -
2	<input type="text"/>	<input type="text"/> -
3	<input type="text"/>	<input type="text"/> -
4	<input type="text"/>	<input type="text"/> -
5	<input type="text"/>	<input type="text"/> -
6	<input type="text"/>	<input type="text"/> -
7	<input type="text"/>	<input type="text"/> -
8	<input type="text"/>	<input type="text"/> -
9	<input type="text"/>	<input type="text"/> -
10	<input type="text"/>	<input type="text"/> -
11	<input type="text"/>	<input type="text"/> -
12	<input type="text"/>	<input type="text"/> -
13	<input type="text"/>	<input type="text"/> -
14	<input type="text"/>	<input type="text"/> -
15	<input type="text"/>	<input type="text"/> -

Total Disbursements Not Yet Recorded:

 -

Total Imprest Cash (must equal imprest account balance):

 -

Amount of Variance (Provide Explanation Below):

 -

Prepared By:

Phone No:

Department Approved By:

Date: